



A Unit Commander's Guide to the Army's Sexual Assault Prevention and Response (SAPR) Program



An Army of One, Caring For All

"Sexual assault is contrary to Army values, degrades mission readiness, and is a crime. It has no place in our Army. Over the past 18 months, the Army has implemented a comprehensive Sexual Assault Prevention and Response (SAPR) Program to help address this problem. We have made much progress, but we still have a long way to go."

March 20, 2006

***Kenneth O. Preston
Sergeant Major of the Army***

***Peter J. Schoomaker
General, US Army
Chief of Staff***

***Francis J. Harvey
Secretary of the Army***

The Army's Sexual Assault Prevention and Response Program Commander's Guide

INTRODUCTION

The Unit Commander's Guide provides Brigade and Battalion level Commanders with a quick reference and an overview of the Army's Sexual Assault Prevention and Response (SAPR) Program. Commanders should refer to AR 600-20, Chapter 8 for details concerning full implementation of the program within their units and refer all SAPR Program questions to the Installation Sexual Assault Response Coordinator (SARC). The SARC is considered the "Center of Gravity" for the SAPR Program and your point of contact for implementing the SAPR Program.

The Unit Commander's Guide is designed to equip leaders with information on their roles and responsibilities in support of the Army's Sexual Assault Prevention and Response (SAPR) Program. Commander participation and support of the SAPR Program are essential to its overall success.

THE ARMY SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM

The Army Sexual Assault Prevention and Response (SAPR) Program reinforces the Army's commitment to eliminating incidents of sexual assault through a comprehensive policy that centers on awareness and prevention, training and education, victim advocacy, response, reporting, and accountability. Army policy promotes sensitive care for victims of sexual assault and accountability for those who commit these crimes.



SAPR PROGRAM GOALS

The goals of the Sexual Assault Prevention and Response (SAPR) Program are to:

- Create a climate that minimizes sexual assault incidents which impact Army personnel, Army civilians, and family members, and, if an incident should occur, ensure that victims and subjects are treated according to Army policy
- Create a climate that encourages victims to report incidents of sexual assault without fear
- Establish sexual assault prevention training and awareness programs to educate Soldiers
- Ensure sensitive and comprehensive treatment to restore victims' health and well-being
- Ensure leaders understand their roles and responsibilities regarding response to sexual assault victims, thoroughly investigate allegations of sexual assault, and take appropriate administrative and disciplinary action

The Army's Policy on Sexual Assault

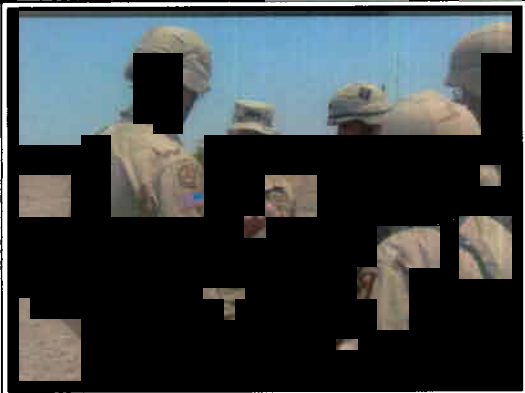
Army regulation 600-20, Chapter 8



**Sexual Assault is
incompatible with
Army Values
and the
Warrior Ethos**

POLICY

- Sexual assault is a criminal offense that has no place in the Army
- It degrades mission readiness by devastating the Army's ability to work effectively as a team
- Every Soldier who is aware of a sexual assault should immediately (within 24 hours) report the incident
- Sexual assault is incompatible with Army values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws
- The Army will use training, education, and awareness to:
 - »Minimize sexual assault
 - »Promote the sensitive handling of victims of sexual assault
 - »Offer victim assistance and counseling
 - »Hold those who commit sexual assaults accountable
 - »Provide confidential avenues for reporting
 - »Reinforce a commitment to Army values
- The Army will treat all victims of sexual assault with dignity, fairness, and respect
- The Army will treat every reported sexual assault incident seriously by following proper guidelines. The information and circumstances of the allegations will only be disclosed on a need-to-know basis
- The policy applies both on and off-post, during duty and non-duty hours to all working, living, and recreational environments (including both on and off-post housing)



REPORTING OPTIONS

The Army currently affords Soldier victims of sexual assault with two reporting options:

RESTRICTED REPORTING

Restricted reporting allows Service Member victims of sexual assault the option to confidentially report the assault to specified individuals. This option allows victims to obtain necessary medical, advocacy, and counseling services without triggering an investigative process.

Soldiers who are sexually assaulted and desire restricted reporting should report the assault to the SARC, Victim Advocate, healthcare provider, or Chaplain.

Healthcare providers will initiate the appropriate care and treatment, and report the sexual assault to the Sexual Assault Response Coordinator (SARC) or Victim Advocate (VA) in lieu of reporting the assault to law enforcement or the chain of command. At the request of the victim, a victim advocate will respond immediately. The SARC will report non-identifying information about the assault to the Installation Commander within 24 hours.

A victim must acknowledge in writing his or her understanding that restricted reporting may limit the ability of the government to prosecute his/her offender and an understanding that the Army favors unrestricted reporting.

UNRESTRICTED REPORTING

Service Member victims who are sexually assaulted and desire medical treatment, counseling and an official investigation should use current reporting channels or report the incident to the SARC or the victim advocate.

At the victim's request, a victim advocate will respond immediately. Healthcare providers will initiate the appropriate care and treatment, and report the assault to law enforcement or the chain of command. Details regarding the incident will be limited to only those personnel who have a legitimate need-to-know.

The Army will treat all victims of sexual assault with dignity, fairness, and respect. This commitment is consistent with the Crime Victim's Bill of Rights that is granted to any person who has fallen victim to a crime.

Crime Victim's Bill of Rights

- ***Be treated with fairness, dignity, and respect for one's privacy***
- ***Be reasonably protected from the accused***
- ***Be notified of court proceedings***
- ***Be present at public court proceedings unless the Court determines otherwise for good cause***
- ***Confer with the attorney for the Government in the case***
- ***Restitution, if appropriate***
- ***Receive information regarding conviction, sentencing, imprisonment, and release of the offender from custody***

Definitions of Roles and Responsibilities

Battalion Commander– Appoints on orders, (2) Unit Victim Advocates (UVAs) per battalion and equivalent units. Commanders will select qualified officers (CW2/1LT or higher), NCOs (SSG or higher), or DA civilian (GS 9 or higher) for duty as UVAs (see AR 600-20, Chapter 8, Para 8-6 for selection criteria and Para 8-5 for detailed responsibilities).

Brigade Commander– Appoints on orders, (1) Deployable SARC (DSARC) who will perform SARC duties in theater. Commanders may select qualified officers (MAJ/CW3 or higher), NCOs (SFC or higher), DA civilians (GS 11 or higher) for duty as a DSARC (see AR 600-20, Chapter 8, Para 8-6 for selection criteria and Para 8-5 for detailed responsibilities).

Installation Commander– Senior Mission Commanders, Regional Readiness Commanders, or State Joint Forces headquarters level commanders. Will chair the Sexual Assault Review Board (SARB) or will appoint a designated representative. (see AR 600-20, Chapter 8, Para 8-5 for detailed responsibilities).

Deployable Sexual Assault Response Coordinator (DSARC)- Soldiers or DA Civilians appointed on orders assigned at brigade/unit of action and higher levels of command who are designated and trained to assume the duties of the SARC during deployments.

Installation Victim Advocate (IVA)- DA Civilian or contractor who works directly with the installation Sexual Assault Response Coordinator (SARC), Unit Victim Advocates (UVA), and other installation response agencies to provide support to victims.

Sexual Assault Response Coordinator (SARC)- The installation staff member who serves as the designated program manager of victim support services and coordinates and oversees local implementation and execution of the Sexual Assault Prevention and Response (SAPR) Program.

Sexual Assault Review Board (SARB)- Provides executive oversight, procedural guidance and feedback concerning the installation's SAPR Program. This board reviews the installation's prevention program and the response to any sexual assault incidents occurring at the installation. This includes reviewing cases and procedure to improve processes, system accountability and victim access to quality services.

Unit Victim Advocate (UVA)- Soldiers or DA Civilians appointed on orders, typically the first responder to provide support and accurate information for Soldiers in theater who are victims of sexual assault. Assist victims through the process of reporting the crime and securing needed services. Each battalion will have 2 Unit Victim Advocates (UVAs).

RESPONSIBILITIES OF THE UNIT COMMANDER

Upon receipt of a report of sexual assault involving a Soldier from your unit, you, as the Unit Commander, should ensure the following actions are taken:



1. Ensure the physical safety of the victim—determine if the alleged assailant is still nearby and if the victim needs protection.
2. Advise the victim of the need to preserve evidence (e.g., by not bathing, showering, washing garments).
3. Encourage the victim to report the incident and get a medical examination immediately (even if the incident occurred prior to the past 72 hours).
4. Make appropriate administrative and logistical coordination for the movement of the victim to receive care. (Involve the minimum number of personnel possible and only on a need-to-know basis).
5. Ask if the victim needs a support person (e.g., a personal friend, Victim Advocate, Unit Victim Advocate, Chaplain, or other professional) to immediately join the victim.
6. Notify the Sexual Assault Response Coordinator (SARC). The SARC is located at ACS and works within the Family Advocacy Programs (FAP) office.
7. Notify the Chaplain if the victim requests pastoral counseling or assistance.
8. Notify the Criminal Investigative Command (CID), Military Police, Installation Provost Marshal (per AR 195-1, paragraph 6), and Commanders in the chain of command (as appropriate) within 24 hours (as soon as the victim's safety is established and victim's medical treatment procedures are in motion) and—

RESPONSIBILITIES OF THE UNIT COMMANDER (Cont.)



- Limit the details regarding the incident to only those personnel who have a legitimate need to know.

- Take action to safeguard the victim from any formal or informal investigative interviews or inquiries, except by those personnel who may have a “need to know,” including but not limited to CID investigator(s) and the trial counsel.

- Collect only the necessary information (e.g., victim's identity, location and time of the incident, name and/or description of offender(s). Do not ask detailed questions and/or pressure the victim for responses.

9. Ensure the victim is made aware of, and encouraged to exercise, their options during each phase of the medical, investigative, and legal processes.

10. Ensure CID notifies victim and witnesses of their rights through a completed Victim and Witnesses Crime Form, DD Form 2701 (Reference AR 27-10).

11. Inform the victim of the resources that are available to them through the Victim and Witness Assistance Program (VWAP) (AR 27-10). Also, inform the victim of resources that are accessible from anywhere in the world, such as Military One Source (from U.S.: 1-800-464-8107; International collect: 484-530-5889, 24-hours a day, 7-days a week).

12. Provide emotional support to the victim, including—

- Throughout the investigation, consult with the victim and, to the extent practicable, accommodate the victim's wishes, as long as a full and complete investigation is not compromised.
- Listen/engage in quiet support of the victim, as needed. Be available in the weeks and months following the sexual assault, and assure the victim that she/he can rely on the commander's support.
- Emphasize to the victim the availability of additional avenues of support; refer to available counseling groups and other victim services.

RESPONSIBILITIES OF THE UNIT COMMANDER (Cont.)

13. Confer with the commander's legal representative and/or servicing SJA office to consider legal options, responsibilities (e.g., pretrial restraint, military protective orders), and appropriate disposition of the alleged offense. If the subject is a Foreign National or from a Coalition Force, confer with SJA on responsibilities, options, and victims' rights [in theater].



14. Determine the best courses of action for separating the victim and the subject during the investigation.

- Determine whether the victim desires to be transferred to another unit.
- Determine if the suspect needs/desires to be transferred to another unit.
- Consider whether a Military Protective Order (MPO) (DD Form 2873), referred to as "no contact order," is appropriate.
- Coordinate with sexual assault response agencies and the chain of command (involve as few people as possible and only on a need to know basis, protecting the victim's privacy) to determine if the victim's condition warrants redeployment or reassignment until there is a final legal disposition of the sexual assault case and/or the victim is no longer in danger. To the extent practicable, preferential consideration related to the reassignment should be based on the victim's desires.

15. Flag (suspend favorable personal actions) any Soldier under charge, restraint, or investigation for sexual assault in accordance with AR 600-8-2 (Suspension of Favorable Actions), and suspend the Soldier's security clearance in accordance with AR 380-67, the Department of Army Personnel Security Program.

16. Avoid automatic suspension or revocation of the victim's security and/or personnel reliability program clearance, when possible, as the victim can be treated for their related trauma. Consider the negative impact that suspension of a victim's security clearance has on both the victim's sensitivity and the Service climate for reporting. Commanders should consider making this decision in consultation with a credentialed behavioral health professional.

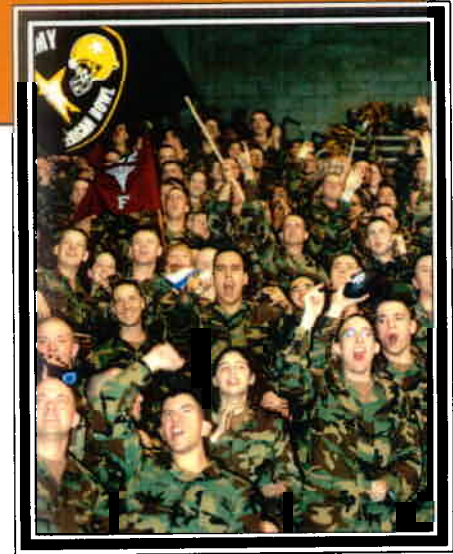
RESPONSIBILITIES OF THE UNIT COMMANDER (Cont.)

17. Update the battalion or higher level commander on the status of the victim and subject(s) within 14 calendar days, and on a monthly basis thereafter, until the case is officially closed. If the victim or subject(s) is transferred or redeployed prior to the case closing, coordinate with investigative and SJA personnel before ceasing monthly updates on parties involved.

18. Update the victim on a monthly basis on the sexual assault investigation until its final disposition. Furthermore, initiate follow-up with the victim within 45 days after disposition of the case.

19. Consult with the servicing legal office, criminal investigative organization, and notify the assigned victim advocate prior to taking any administrative action affecting the victim.

20. Ensure unit personnel are aware of risk factors associated with sexual assault, especially those risk factors unique to the deployed environment.



Unit Training Guidelines

The objective of Sexual Assault Prevention and Response training is to eliminate incidents of sexual assault through a comprehensive program that focuses on awareness and prevention, education, victim advocacy, reporting, response, and follow up. There are four categories of training for the Sexual Assault Prevention and Response Program-

- Professional Military Education
- Pre-deployment/Post-deployment
- Responder

Details and requirements for each type of training can be found in AR 600-20, Chapter 8, Section 8-7.

Military One Source

24/7 information and referral service

CONUS: 1-800-464-8107

OCNUS: 00-800-464-81077

Korea DSN 550-ARMY (2769)

Toll Free from Korea

- Access a local, commercial line (not international)
- Dial access code: 002 for Korea, S-Darcom or 001 for Korea, S-KT
- Dial 11 digit toll free number 800-3429-6477 (do not dial 1 before toll free number)

OR

www.militaryonesource.com

AR 600-20, Chapter 8

USFK Reg 600-20

**Army Sexual Assault Prevention and
Response (SAPR) Program Website**

www.sexualassault.army.mil

<http://8tharmy.korea.army.mil>

www.usfk.mil

USFK Sexual Assault Hotline

158 from any DSN telephone within Korea

0505-764-5700 from any commercial line or cell phone

Listen to the recording and make selection for Area SARC

Installation SARC Telephone Numbers

USAG Uijeonbu (Area I)	730-3494
USAG Yongsan (Area II)	738-3034
USAG Humphreys (Area III)	753-7091
USAG Daegu (Area IV)	768-8091



Photos Courtesy of U.S. Army